

# **DACORUM HERITAGE TRUST LTD**

## **ROLE DESCRIPTION**

### **COLLECTIONS DIRECTOR**



The Board of Trustees are jointly and individually responsible for the:

Overall governance and strategic direction of the charity;

- Its financial health;
- The probity of its activities; and,
- Developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees must hold the charity "in trust" for current and future beneficiaries, together with the following formal responsibilities which are indicative but not exhaustive.

- Ensuring that Dacorum Heritage Trust Ltd fulfils its legal responsibilities as laid out in its Articles of Association, as a company limited by guarantee and as a charity registered in England and Wales;
- Ensuring that Dacorum Heritage Trust Ltd pursues its objects as laid down in the Articles of Association and that its assets are used exclusively in pursuit of these objectives;
- Approving the annual returns submitted to the Charity Commission and Company's House;
- Overseeing the development of strategy and approving the strategic direction and policies for Dacorum Heritage Trust Ltd;
- Monitoring the performance of Dacorum Heritage Trust Ltd against agreed key objectives;
- Ensuring that Dacorum Heritage Trust Ltd remains financially viable and that the financial and reputational risks to which it is exposed are appropriately monitored;
- Ensuring that the Risk Register is actively managed and regularly reviewed;
- Agreeing the annual operating budget and monitoring financial performance in-year;
- Ensuring that Dacorum Heritage Trust Ltd is following best practice in both charity governance and business management;
- Promote positive Health and Safety awareness and practices across Dacorum Heritage Trust, ensuring its compliance with all relevant legislation;
- Providing expertise and insight into key issues; and,
- Trustees must act at all times in the best interests of Dacorum Heritage Trust Ltd. They must avoid situations where their personal or other interests conflict with the interests of Dacorum Heritage Trust Ltd and must not profit from their role. In carrying out their role, Trustees have a duty of care to act reasonably and prudently and have a higher duty in areas of their own expertise. As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

In addition to the general responsibilities of a Trustee, the Collections Director has a number of tasks specific to their role.

#### **Purpose of Role**

- Develop, implement, and review policies and practices to sustain and preserve the Collection; and
- Work with the Collections Manager and Board members to achieve the Strategic Aims of the Trust.

#### **Key Responsibilities**

- Co-ordinate, with the Collections Manager, the care and maintenance of all the Trust's Collections, associated policies, the acquisition, disposal, emergency planning, environmental monitoring and other such processes necessary to preserve the integrity of the Collection;
- Co-ordinate the Trust's accreditation renewal;

- Develop subject knowledge of the Trust's collections;
- Engage and consult with the constituent societies to establish effective working relationships in respect of their collections;
- Directly line manage, monitor, support, and appraise the Collections Manager;
- Contribute in a collaborative manner to ensure productive discussion and debate at board level;
- Share Board responsibilities for identifying and implementing strategic direction, consistent with the Trust's ambitions; and
- Act as an effective ambassador for the Trust and contribute to successful stakeholder relationships.

### **Key Attributes**

- Understanding of the requirements for collections management and care including a good working knowledge of Spectrum procedures;
- Knowledge and experience of museum accreditation;
- Understanding of museum object ownership and storage practices;
- Good organisational and administrative skills;
- Excellent negotiator and mediator;
- An interest in local history/heritage; and
- Willingness and ability to devote the necessary time and effort to the role.

### **Time Commitment**

- The Board meets four times a year;
- Four business planning meetings a year;
- An annual Strategy Day;
- The Annual General Meeting; and
- Any training which is arranged for Trustees together with any significant events.
- Board members are unremunerated but reasonable out-of-pocket expenses incurred fulfilling the duties of this role may be claimed.